

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

**COMMITTEE ON eLEARNING**

*A STANDING COMMITTEE OF THE ACADEMIC SENATE*

**A GUIDE FOR  
COMMITTEE ON  
eLEARNING MEMBERS**

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## 1. Introduction

Welcome to the Committee on eLearning. Briefly, the job of the Committee is to:

- a. Report and make recommendations to the Academic Senate on all matters related to eLearning, in particular concerning policies and procedures related to the development of, support for, and offering of fully online, partially online, hybrid and web-enhanced programs, degrees and classes;
- b. Develop and disseminate guidelines, standards, and best practices in online instruction to the College;
- c. Serve as the faculty advisory body for the College's program for certifying faculty for instruction in online modalities, as developed in conjunction with the Committee;
- d. Provide standards for assessment of the quality of online course instructional designs, reviewing and revising these standards as needed;
- e. Work on the assessment process and criteria related to the eLearning program of the College and report findings to the Academic Senate; and
- f. Serve as an advisory body for all matters related to eLearning. [QCC Academic Senate Bylaws, Article VII, Section 20, updated per a proposal by this Committee and approved by the Senate in November 2018]

## 2. Committee Composition

The Committee is composed of nine (9) faculty members and two (2) students (the Student Government has found it extremely difficult to provide student members to the Committee). In most years, the Committee proceeds without student participation; however, the Chairperson notifies the Student Government of the Committee's meetings and solicits student participation. The Student Government appoints the student members. If they are appointed and identified, they must be afforded full rights as members. All faculty and students should be familiar with online instruction. Faculty shall come from different departments so as to be representative of the wide range of disciplines and degree programs at the College.

The faculty members are elected in the Spring to three-year terms by the Academic Senate through its Committee on Committees. The Committee on Committees has adopted the policy that no member of a standing committee serves more than three consecutive terms. The President of the College and the Chairperson of the Academic Senate's Steering Committee, or their designees, are ex-officio members of the eLearning Committee who do not vote. In addition, the Committee has others attend its meetings as invited guests. Others who express an interest in attending the Committees meetings are also sent notices of its meetings. Any member of the instructional staff may be present and request permission to speak at a meeting of any Academic Senate committee [Art. VII, Sec. 2.b.4].

See *Attachment 1 - Academic Senate Bylaws for the Committee on eLearning* for dates of election, quorum information, and other Bylaws governing the Committee.

## 3. General Operation

The Committee meets once per month, on Thursdays at 3:00PM during the same week that the Senate meets, in order to accomplish its various charges coming from the Bylaws, Senate actions, and the Steering Committee. The Committee operates by

general review and consensus.

The Committee serves as an intermediary party between individual departments as well as between the departments and the administration. It shall arrive at recommendations to the Academic Senate that are impartial and in the best interests of the College as a whole. Although the faculty members are appointed into particular academic departments, they do NOT represent those departments at Committee meetings. This should be made clear by the Chairperson to both the Committee members and their respective department chairpersons. Committee members should not be relied upon as sources of information from or conduits for communication to or from their departments.

The Committee must prepare an agenda, take minutes of meetings, and prepare an annual report. [Refer to the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS on the [QCC website](#) and see *Attachment 3 – Sample Format for Annual Report to the Academic Senate* (new template under development 4/2019).] Meetings should follow Robert's Rules of Order which can be accessed at <http://www.gutenberg.org/ebooks/9097>.

Documents generated by and received by the Committee should be forwarded to others on a timely basis. Email should be used wherever possible. See *Attachment 2 – Mailing List*, for the Committee's mailing list for distribution of meeting dates, agenda, meeting minutes, and documentation for review.

#### 4. New Member Preparation

To prepare to work on the Committee, new Committee members should:

- Read this Guide and familiarize themselves with the pertinent policies and documents.
- Speak with the current Committee Chairperson.
- Ask their department Chair not to schedule classes for them to teach during the Committee meeting time (usually the second Thursday of the month, 3-4PM) and Academic Senate meeting time (usually the second Tuesday of the month, 2-5PM).
- Review the Committee's [web page](#) for prior agendas and minutes.

#### 5. Committee Chair Preparation

The Committee Chair should become familiar with the GUIDE FOR STANDING COMMITTEE CHAIRPERSONS. A copy can be obtained from the Academic Senate area of the [QCC website](#) or from the Steering Committee.

The Committee Chair is responsible for organizing and leading Committee meetings, (including room reservation, contacting/reminding Committee members, writing and disseminating agendas, and obtaining minutes from the Secretary and distributing them to Committee members), updating the Committee web pages, and writing the annual report. This Committee has a Blackboard Organization page that is not in use, but is available for use by the Committee if the Chair so wishes.

#### 6. Ordinary matters

The Committee should seek input from the College community concerning the matters related to its charge. This can be done in a variety of ways including email, memoranda

and newsletters.

The Committee should seek input from the parties who are involved with or related to matters under its consideration. It may be prudent to invite such parties to attend Committee meetings on matters of possible controversy or where faculty, departments, and the administration may not be in agreement.

## **7. Meetings**

The public has the right to attend any meeting of committees and subcommittees and special committees. Any time a quorum of any such committee gathers to discuss business, the meeting must be held in public, subject to the right to convene an executive session under certain limited circumstances. In addition, there must be prior notice of the meeting; the business of the meeting must be recorded in written minutes; and a record must be obtained of the final vote of each member of the committee on all matters on which a vote is formally taken. Non-members must conform to the usual requirements of parliamentary procedure; the Parliamentarian will interpret and enforce the rules which include that non-members of the body may speak without the permission of the body. Senate Committees may use electronic voting for Committee resolutions, recommendations or other deliberative matters, as long as the following requirements are fulfilled:

- compliance with Robert's Rules of Order, relating to electronic voting in order to provide, at a minimum, simultaneous aural communications between all meeting participants.
- compliance with open meeting laws pursuant to New York State V. Perez.
- compliance with all other committee meeting regulations provided for under this section. [VII.2.c.]

The Committee meets once per month, on Thursdays at 3:00PM during the same week that the Senate meets

## **8. Procedures**

The Committee meets regularly with the President's designee to address any concerns the Administration has. The Committee also will request data on enrollments in eLearning courses each semester and retention figures in order to review and make appropriate recommendations on instruction and retention. The Committee will also meet with a representative of the Office of Academic Affairs to consult on any plans for a degree or certificate program, possible or proposed.

## **9. Recommendations and Policy Proposals to the Academic Senate**

Either form of report (monthly or annual) might contain recommendations that would be made to various units of the college, including other Senate bodies. It is expected that the Committee will be sending these recommendations directly to the units involved as well as reporting them to the Senate.

Recommendations made to units of the College are to be followed up by the Committee(s) making them, and responses shall be reported in subsequent reports to the Academic Senate. If there is no response or no adequate response, as determined by the Committee, the Committee may report this to the Academic Senate after consultation with the Steering Committee. The current disposition of each

recommendation should be noted in a monthly report and also in a summary of all items in the annual report. See *Attachment 3 – Sample Annual Report*.

From time to time the Committee may determine that it is necessary to have the Academic Senate consider a Policy for the College. In this case, the Committee frames a proposal and sends it to the Steering Committee. See *Attachment 4– Sample Policy Statement*, for an example of a policy statement. Actions for the Academic Senate to approve, including policies of the College, are to be so designated in reports sent to the Senate. Such actions, recommendations and policies as are approved by a vote of the Senate are to be followed up by the committee(s) of origination and the Steering Committee. If there is no response or no adequate response, as determined by the Steering Committee, the Committee may report this to the Academic Senate for a further discussion of the matter and a determination by the Academic Senate as to the appropriate course of action for the Senate to take on the matter. Of course, at any time, any member of the Senate may request a report on the status of previous Senate resolutions and policies.

Through the process of making and reporting on recommendations, the role of the Academic Senate in Governance is effectuated.

#### **10. Chairperson's Presentations to the Academic Senate**

As the Committee sends its reports and recommendations to the Academic Senate, the Chairperson of the Committee should be prepared to present the matter to the Steering Committee and be prepared to answer questions concerning such reports and recommendations.

If the Steering Committee submits a matter to the Academic Senate, the Chairperson of the Committee should arrange with the Steering Committee the manner in which the Committee Chairperson would participate in the presentation to the Academic Senate. The Committee Chairperson might make the principal presentation or simply respond to questions. If the Chairperson is in dissent from the matter forwarded from the Committee to the Academic Senate, then the Chairperson might ask to present a dissent, as is the right of any member of the minority faction of the Committee. The Committee Chairperson should be present to answer questions from the Academic Senate concerning the matters placed before the Academic Senate by the Committee. The Committee Chairperson might invite other members of the Committee or the college faculty or staff to be present at the Academic Senate meeting in order to respond to specific matters. If they are not members of the Academic Senate, the Committee Chairperson requests permission for the nonmembers to speak, knowing that they want to do so, either at the start of the Committee presentation or when the nonmembers raise their hands to respond to or question the report, knowing they need to have permission to speak.

It is best for the Chairperson to prepare the way for the Academic Senate to act on whatever measures are being sent to it. The Chairperson should contact the principal parties and apprise them of the matter. If there is opposition to the measure expected, the Chairperson should discuss this with the Steering Committee and those affected.

11. Concerns and Cautions

None.

12. Final Remarks

Thank you for reading this Guide for members new to the Committee on eLearning. Hopefully, you will find your service on this Committee a valuable contribution to shared governance at Queensborough Community College.

## **GUIDE FOR COMMITTEE ON eLEARNING MEMBERS**

### ATTACHMENT 1 – ACADEMIC SENATE BYLAWS FOR THE COMMITTEE ON eLEARNING

#### A. General

Through its Steering and Standing Committees, the Academic Senate shall have the power to request and receive information appropriate to or necessary for the performance of its duties, from the President and members of the administration, from students and student organizations and from such other sources as may be appropriate. [Article III., Section 1.]

The primary function of an Academic Senate committee shall be: to study the subjects referred to it by these bylaws or by the specific action of the Senate; to formulate appropriate policies thereon; and to propose such policies to the Senate for action. Every Academic Senate committee shall maintain a continuing review of College policy in its area. [Article VII, Section 3.a.]

Members of the Academic Senate standing committees shall function from the date of election until the first day of the Fall Semester following their election. During the changeover period from the April Senate meeting to the first day of the following Fall Semester, the various committees shall consist of members of both the retiring committees and the new committees. A quorum shall consist of a majority of the committee size as of the first day of the Fall Semester. Those who will constitute the new committee shall elect one chairperson before the last day of classes of the semester in which the committee is elected. The new chairperson shall serve beginning the first day of the Fall Semester; the retiring chairperson shall be responsible for the preparation and submission of the annual report as stipulated in Article VII, Section 7b, of these Bylaws. [Article VII, Section 3.b.]

For nomination and election information, see Article VII, Section 4.

For vacancy information, see Article VII, Section 5.

For officer information, see Article VII, Section 6.

For reports information, see Article VII, Section 7.

B. Specific [Article VII, Section 20. The Committee on eLearning, as proposed by this Committee April 2016]

The Committee on eLearning shall consist of nine (9) faculty members and two (2) students. All faculty and students should be familiar with online instruction. Faculty shall come from different departments so as to be representative of the wide range of disciplines and degree programs at the college.

The Committee on eLearning shall:

- a. Report and make recommendations to the Academic Senate on all matters related to eLearning, in particular concerning policies and procedures related to the development of, support for, and offering of fully online, partially online, hybrid and web-enhanced programs, degrees and classes;
- b. Develop and disseminate guidelines, standards, and best practices in online instruction to the College;
- c. Serve as the faculty advisory body for the College's program for certifying faculty for instruction in online modalities, as developed in conjunction with the



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Committee;

- d. Provide standards for assessment of the quality of online course instructional designs, reviewing and revising these standards as needed;
- e. Work on the assessment process and criteria related to the eLearning program of the College and report findings to the Academic Senate; and
- f. Serve as an advisory body for all matters related to eLearning.

## **GUIDE FOR COMMITTEE ON eLEARNING MEMBERS**

### ATTACHMENT 2 – MAILING LIST FOR COMMITTEE MATERIALS

Documents generated by and received by the Committee should be forwarded to others on a timely basis, as follows.

A. Related to the regular meetings of the Committee: agenda, minutes, memoranda:

- Members and ex-officio members of the Committee
- Guests who attended/participated in the meeting
- Office of Academic Affairs
- President's designee
- Academic Senate Steering Committee designee
- Liaison from Committee on Committees
- Academic Senate website (webmaster@qcc.cuny.edu)
- Student Government (if no student members attend)

B. Other materials: annual report, assessment requests, etc.

- Pertinent parties (e.g., Secretary of the Steering Committee)

C. Copies of materials should be sent to the Academic Senate Steering Committee as they are deemed significant and/or leading to possible actions by the Academic Senate.

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ATTACHMENT 3 – SAMPLE FORMAT FOR ANNUAL REPORT TO THE ACADEMIC SENATE

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

**COMMITTEE ON eLEARNING**  
***A STANDING COMMITTEE OF THE ACADEMIC SENATE***

**To: \_\_\_\_\_, Secretary, Steering Committee, Academic Senate**

**From: \_\_\_\_\_, Chairperson, Committee on eLearning**

**Date: \_\_\_\_\_**

**Subject: Annual Report of the Committee on eLearning for 20\_\_-20\_\_**

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- Committee members
- Date committee met and times it meets regularly
- Narrative summary of committee work
- New recommendations
- Former committee recommendations
- actions of the Academic Senate
- Strategic Plan items
- Middle States Items
- Steering Committee Charges
- Current Disposition of all items acted on by the Committee, by the College, or by the Academic Senate
- New Committee Members
- New Chairperson and Secretary
- Thank members and others that have provided assistance during the year

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ATTACHMENT 4 – SAMPLE POLICY STATEMENT

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

**COMMITTEE ON eLEARNING**  
***A STANDING COMMITTEE OF THE ACADEMIC SENATE***

MEMORANDUM

TO: Academic Senate Steering Committee  
FROM: Committee on eLearning, \_\_\_\_\_, Chairperson  
SUBJECT: Two proposals regarding email and the QCC Technology Plan  
DATE: Wednesday, November 30<sup>th</sup>, 2016

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**Proposal 1. TIGERMAIL**

Whereas, there are a number of benefits that come to students from the use of their college supplied email system, and

Whereas, there are a number of benefits that come to faculty from the students using the college supplied email system, and

Whereas, there are a number of benefits for the college administration that come from the students using the college supplied email system,

Be it resolved that: all students of the College use Tigermail exclusively for school related business and be it further resolved that faculty so inform students of this requirement and attempt to enforce it if they have email communications with their students.

Be it further resolved that faculty be encouraged to use the college email in school business.

**Proposal 2. FACULTY EMAIL**

Whereas, there are a number of benefits that come to faculty use of the college-supplied email system, and

Whereas, faculty often continue many of their academic activities after they have retired from teaching,

Be it resolved that: all retired faculty members who worked fulltime be allowed to maintain Queensborough email accounts in perpetuity.